



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

January 20, 2009

Robert Nelson, President/CEO
UAW Labor Employment and Training Corporation
790 East Willow Street, Ste. 150
Long Beach, CA 90806

Dear Mr. Nelson:

RE: FINAL MONITORING VISIT REPORT for UAW Labor Employment and Training Corporation (LETC) – ET06-0320

Date of the Visit:	1/16/09
Beginning/Ending Time:	9:30 a.m. – 11:45 a.m.
Date of Last Visit:	5/7/08
Visit Location:	Long Beach
Persons in attendance:	Audrey Holmes, UAW Labor Employment and Training Corporation (LETC) Marika Letkova, UAW LETC Marissa Tolentino, ETP Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	6/7/06 – 6/6/08	Agreement Amount:	\$154,936
Training Start Date:	6/26/06	No. to Retain:	44
Date Training must be Completed:	6/5/08	Range of Hours:	80-240
Type of Trainee:	New Hire	Weighted Ave. Hours:	104-225

FINAL REPORT SUMMARY:

The Agreement was executed on July 13, 2006 and training began on June 26, 2006. All training must be completed by March 8, 2008 to allow for the 90-day retention period to be completed within the term ending date of the Agreement. However, on February 25, 2008, ETP approved your request to extend class/lab training through June 5, 2008 and allow trainees to begin the retention period on or before June 6, 2008.

SACRAMENTO CENTRAL OFFICE
1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE
4640 Lankershim Blvd., Suite 311
NORTH HOLLYWOOD, CA 91602
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
FOSTER CITY, CA 94404
(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

www.etp.ca.gov
ETP (04/15/05)

ETP approved one Agreement Amendment which was executed on December 7, 2007. This Amendment created Job 3 to train and place New Hire trainees as Certified Nurse Assistants. This revision also deleted Job 2 for trainees employed as Security Officers working in high unemployment areas. The Agreement Amount was also reduced by \$504, from \$155,440 to \$144,936.

According to your project staff, of the 44 trainees specified on Chart 1, Exhibit A of the Agreement, 10 trainees (9 in Job 1 and 1 in Job 3) completed training and the 90-day retention period. The Agreement is based on a variable reimbursement training plan. UAW LETC is reimbursed for the exact number of training hours provided to each trainee completing between 80 to 240 training hours. The ETP Class/Lab Tracking Report shows that you have delivered 10,161 class/lab training hours for 65 trainees who meet the minimum hours. However, only 10 trainees were successfully placed during the term of the Agreement. Therefore, your earnings were reduced to \$19,224 (12% of the Agreement Amount). On November 18, 2008 ETP's Fiscal Unit sent you the Final Contract Closeout verifying the above earnings.

Ms. Holmes stated that although only 10 trainees completed the Agreement requirements, you successfully placed an additional 48 trainees (29 security officers and 19 certified nurse assistants) through the ETP Training Program.

Ms. Holmes indicated that your performance was affected by the following:

1. Trainees did not meet the ETP-minimum wage of \$10.75. Thirty trainees were placed below the required ETP minimum wage.
2. Although ETP approved your request to extend training up to June 5, 2008, you did not have sufficient time to place the trainees by the end of this Agreement.
3. Placement for Certified Nurse Assistant (Job 3) was affected by "political infighting" in SEIU.

The Amendment to include CNAs was supported by SEIU Local 6434 with letter of support from Tyrone Freeman, President of United Long Term Care Workers Union. After completion of training, CNAs were expected to be hired by employers who are signatories to the Agreement. However, during the term of this Agreement, there were disputes between SEIU Local 6434 and United Healthcare Workers-West, Oakland chapter of the SEIU. Eventually, several trainees were placed in non-union facilities. However, placement occurred outside the term of the Agreement.

Your project staff reported that you did not encounter recordkeeping problems during the term of this Agreement. In spite of your low performance in this Agreement, Ms. Holmes considered your performance a success because you were able to provide training and placement to individuals who would have not been able to enter in a CNA program. This includes Gwen Jones who completed CNA training and continued to Licensed Vocational Nurse training while awaiting placement from the union. Also, you received experience in developing a viable career approach to health care training, allowing you to apply for other government (federal or county) funds to support health care training. Ms. Holmes indicated that you plan to continue with the CNA training program even without the assistance of ETP.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	101	Completed Retention:	10
Dropped Following Enrollment:	91	In Retention Period:	0
Completed Minimum Hours for reimbursement:	65	Awaiting Placement:	0
Completed Training:	65		

Project staff indicated that the above information corresponds with your statistics.

ATTENDANCE ROSTERS:

Ms. Tolentino reviewed Class/Lab Rosters for nine Job 1 trainees and one Job 3 trainee billed on Invoices 1 through 6 and 8. The attendance rosters reviewed contained the information required by ETP regulations; verified that the Agreement curriculum was provided as specified; confirmed that the ratio of one trainer to 20 retrainees specified in the Agreement Training Plan was adhered to; and validated the invoices for completion of the required hours of training for enrollment and the Total Class/lab Training hours required in this Agreement.

Your project staff were advised that these findings are based only on the training records reviewed during this Visit and represent only a sample of the training records completed to date. Further that it is your responsibility to ensure that all training records are in compliance with Panel requirements for auditing purposes. [Reference: Title 22 California Code of Regulations, Section 4442(b)]

AUDIT:

UAW LETC will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Ms. Tolentino at (818) 755-1311 or by email at MTolentino@etp.ca.gov within ten (10) working days from the receipt of this letter.

Sincerely,

Signature on file

Dolores Kendrick, Manager
North Hollywood Regional Office

Signature on file

Marissa Tolentino, Monitoring Analyst
North Hollywood Regional Office

cc: Audrey Holmes, UAW LETC (via e-mail)
Marika Letkova, UAW LETC (via e-mail)
David Guzman, Chief, Program Operations Division
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File

Date report mailed to Contractor: 01/30/09